



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 11101.13E
3JC
28 MAY 1996

STATION ORDER 11101.13E

From: Commanding Officer
To: Distribution List

Subj: OFF-BASE HOUSING REFERRAL PROGRAM

Ref: (a) MCO P11000.22

1. Purpose. To establish policy and procedures for providing off-base housing referral services to all military personnel in the Yuma area.

2. Cancellation. StaO 11101.13D.

3. Information. Per the reference, the Marine Corps Air Station (MCAS), Yuma, operates a joint Housing Referral Office providing services to all military personnel in the Yuma area.

4. Policy. The following policies for housing referral services have been established by the reference.

a. It is Marine Corps policy to provide personal and conveniently available housing referral services to assist military personnel of all services and their dependents in locating suitable off-base housing when government owned or controlled family housing is not available for assignment. Marine Corps housing referral services will be nondiscriminatory as to race, color, creed and national origin. The referral services will not intrude on the normal business relations between real estate brokers, rental agents, sales agents, and their customers.

b. Marine Corps activity commanders will ensure that all personnel with Permanent Change of Station (PCS), Temporary Additional Duty (TAD), Temporary Duty While Under Instruction (TEMINS), or Temporary Duty (TEM) orders report to the Housing Referral Section of the Family Housing Office during their check-in procedures before making any rental or commitment for private housing.

c. Each housing referral office will offer complete referral services and full range of related personal assistance to all personnel and their dependents who are authorized or require off-base housing, regardless of pay grade, number of years in service, or marital status. The policy of nondiscrimination will be strictly observed.

23 MAY 1996

d. Civilian employees of the Department of Defense (DOD) who are transferred or recruited for job opportunities away from their current place of residence will be authorized and encouraged to use the referral services at their new locations. Housing referral offices will provide the same services to DOD civilians, who so desire, as are provided military personnel.

e. This Order will apply to all personnel reporting to or currently aboard this Station with PCS, TAD, TEMINS or TEM orders, and who are authorized or require off-base housing regardless of pay grade or marital status.

5. Action

a. Department heads, Commanding Officers and Officers-in-Charge of all units will ensure that all personnel reporting to this Station with PCS, TAD, TEMINS or TEM orders and who are authorized or require off-base housing, report to the housing referral office during their check-in procedure and before making any rental or lease agreement, agreement for purchasing a home, or executing any commitment for private housing. Personnel currently assigned and already occupying housing shall be counseled not to enter into any new agreement for other housing without first consulting housing referral personnel.

b. Military Personnel

(1) All military personnel reporting aboard this Station with PCS, TAD, TEMINS or TEM orders, authorized or requiring off-base housing regardless of pay grade or marital status, are required to register with the Housing Referral Office before making any rental or lease agreement, agreement for purchasing a home, or executing any commitment for private housing.

(2) Each military member will retain full freedom of choice in selecting private housing, except for those situations when the Commanding Officer, MCAS Yuma, has exercised restrictions against certain agencies or rental properties. The Housing Referral Office will advise all incoming personnel of any agencies or properties which are currently under restrictions.

(3) Applicants registering at the Family Housing Office not desiring assistance, will sign a statement to this effect stating the reasons.

(4) Military personnel or their dependents may request assistance before reporting aboard by contacting the Housing Referral Office at (520) 341-2377 or DSN 951-2377, or by letter to the

21 MAY 1998

Facilities Management Officer, Housing Division, Box 99140, Yuma, AZ 85369-9140. Personnel in receipt of orders to another duty station should contact the housing Referral Office for assistance in locating suitable housing at their new duty station.

c. Housing Officer

(1) The Housing Officer will establish, manage and staff the Housing Referral Office as part of the Family Housing Office.

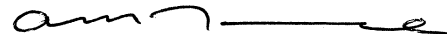
(2) Every effort will be made to obtain the maximum number of available listings of property available within the commuting area on a nondiscriminatory basis. A separate list will be maintained of any agencies or properties currently under restriction by the Commanding Officer, MCAS Yuma and all incoming personnel will be advised of these restrictions.

(3) Continuous liaison with real estate interests and community agencies will be maintained to inform them of military housing needs, encourage open housing for military personnel and to stay abreast of housing activity and services in the community.

(4) Before referring prospective tenants, the availability of listings will be verified and a clear understanding reached with owners or managers as to their current rental policies, practices and rates. Information as to the race of prospective tenants will not be volunteered to owners or managers.

(5) Each prospective tenant will be given a copy of "Renting in the Civilian Community", NAVMC 2573, and counseled concerning standards of conduct when occupying private housing. The Housing Referral Office will be a point of contact for resolving any conflicts between landlords and DOD tenants.

6. Summary of Revision. This revision contains a significant number of changes and should be completely reviewed.



A. M. TORRANCE
By direction

DISTRIBUTION: B